

42.63 EXHIBIT V

OF-169 – INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

RETURN TO THE FOLLOWING ADDRESS



APPLICANT'S PRIORITY DATE
FOREIGN STATE CHARGEABILITY
IMMIGRANT VISA CATEGORY

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received evidence entitling you to immigrant visa status. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment by taking the following three steps:

FIRST: Complete and return immediately to this office the enclosed Form OF-230 I, APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION, PART I, BIOGRAPHIC DATA. This office cannot process your case until this form is received.

SECOND: Obtain the following documents on this checklist which pertain to you. Do **NOT** send them to this office.

- ☐ 1. **PASSPORTS:** A Passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if over the age of 16, they must have their photographs attached to the passport.
- ☐ 2. **BIRTH CERTIFICATES:** One certified copy of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time. (If children are deceased, so state giving year of death.) The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you, or any children were adopted, you must submit a certified copy of the final adoption decree. Photostatic copies are acceptable provided the original is offered for inspection by the consular officer.
- ☐ **UNOBTAINABLE BIRTH CERTIFICATE:** In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided it contains the date and place of the applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.
- ☐ 3. **POLICE CERTIFICATES:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen. Police certificates are also required from all other countries where the applicant has resided for at least one year. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. Police certificates from certain countries are considered unobtainable. The consular office will advise you about any particular country. If specific questions arise regarding police certificates, please consult this office.
- ☐ 4. **COURT AND PRISON RECORDS:** Persons who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency.
- ☐ 5. **MILITARY RECORDS:** A certified copy of any military record, if applicable and obtainable, is required.
- ☐ 6. **PHOTOGRAPHS:** Two (2) color photographs with white background on glossy paper, unretouched, and unmounted are required. The photograph must be a three-quarter frontal portrait with the right side of the face and right ear visible. The dimensions of the facial image must measure about one inch (25mm) from chin to top of hair. No head covering or dark glasses should be worn. Color Polaroid photos are acceptable. Photos are required of all applicants, regardless of age.
- ☐ 7. **EVIDENCE OF SUPPORT:** Any evidence which will show that you and members of your family who will accompany you are not likely to become public charges while in the United States. The enclosed information sheet, Optional Form 167, lists evidence which may be presented to meet this requirement of the law. Form I-134 should be used when an affidavit of support is to be submitted.

9 FAM 42.63 Exhibit V

(Page 2 of 2)

OF-169 – Instructions for Immigrant Visa Applicants—Continued

- 2 -

- ☐ 8. MARRIAGE CERTIFICATES: Married persons are required to present a certified copy of their marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse; final decree of divorce or annulment).
- ☐ 9. ORIGINAL DOCUMENTS: If you are the beneficiary of a family-based immigrant visa petition, you must be prepared to present the **originals** of all civil documents which establish your claimed relationship to the petitioner.
- ☐ 10. TRANSLATIONS: All documents not in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified English translations. Translations must be certified by a competent translator and sworn to before a Notary Public.

ONLY ONE COPY OF EACH DOCUMENT, EXCEPT PHOTOGRAPHS, MUST BE SUBMITTED WITH THE VISA APPLICATION. YOU ARE ADVISED, HOWEVER, TO OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE, AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IN THE EVENT THE FIRST SET IS LOST OR DAMAGED.

PLEASE READ THE FOLLOWING CAREFULLY

THIRD: As soon as you have obtained all of documents that apply to your case, carefully read the statement at the bottom of this page, sign and date it, and return the form to this office. You will **not** be scheduled for an appointment until you sign and return this checklist.

After this form has been returned to this office, you will be scheduled for a visa interview at the earliest possible date. It is not possible to predict when this will be since it depends upon when the priority date for your visa category and country becomes current. You will receive an appointment letter along with instructions for a medical examination approximately one month before your scheduled interview with a consular officer. You will not normally receive any further correspondence from this office until the appointment is scheduled.

The total fee for an immigrant visa is U.S. \$200, or the local currency equivalent. Each applicant must be prepared to pay this fee on the appointment date.

You need not check with this office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, death of petitioner, or birth of children. Please do not send any documents to this office unless you are specifically requested to do so.

Enclosures:

1. Optional Form 230 I, Immigrant Visa Application, Part I, Biographic Data
2. Optional Form 167, Evidence Which May be Presented to Meet the Public Charge Provision of the Law

I have in my possession and am prepared to present all the documents listed in items 1 through 10 which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me. At such time as it is possible for me to receive an appointment to make formal visa application, I intended to apply: *(check appropriate box)*

- ☐ 1. Alone
- ☐ 2. Together with my spouse *(Print first name: _____)*
- ☐ 3. Together with my spouse and the following minor children: *(Print first names of each child who will accompany you)*

Date

Case Number (If available)

Signature

Print Name

Current Address

PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS YOU ARE SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE.

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU RETURN THIS FORM.

IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT.

